



भारतीय प्रौद्योगिकी संस्थान रोपर INDIAN INSTITUTE OF TECHNOLOGY ROPAR

नंगल मार्ग, रूपनगर, पंजाब-140001/ Nangal Road, Rupnagar, Punjab-140001

दूरभाष/Tele: +91-1881-242108, फैक्स /Fax : +91-1881-223395

Advt. No. 52/2014-15

Applications are invited from the eligible candidates for the following non-faculty posts on Direct Recruitment / Deputation / Contract basis in the Pay Band and Grade Pay indicated against each:-

Code	Position	Pay Band & Grade Pay	No. of vacancies			
			UR	OBC	SC/ST	Total
1.	Registrar**	PB-4 (Rs. 37400-67000) GP - Rs. 10000/-	01	-	-	01
2.	Chief Engineer*	PB-4 (Rs. 37400-67000) GP - Rs. 10000/-	01	-	-	01
3.	Deputy Registrar***	PB-3 (Rs. 15600-39100) GP - Rs. 7600/-	02	-	-	02
4.	Assistant Registrar ***	PB-3 (Rs.15600-39100) GP - Rs. 5400/-	01	-	-	01
5.	Assistant Executive Engineer (Electrical)	PB-3 (Rs.15600-39100) GP - Rs. 5400/-	01	-	-	01
6.	Junior Engineer (Civil)	PB-2 (Rs.9300-34800) GP - Rs. 4200/-	01	-	-	01
7.	Junior Superintendent (PS/PA)	PB-2 (Rs.9300-34800) GP - Rs. 4200/-	02	-	-	02
8.	Junior Superintendent	PB-2 (Rs.9300-34800) GP - Rs. 4200/-	-	01	-	01

** On contract basis and is for a maximum period of 5 years with option of regularization or on deputation basis as per Government of India Rules.

*On deputation for 3 years only, *** On deputation/direct recruitment basis

Completed applications in the prescribed format alongwith enclosures should be sent to the Deputy Registrar (Establishment), Recruitment Cell, Room No. 125, Indian Institute of Technology Ropar, Nangal Road, Rupnagar-140001, Punjab (India) by **23.02.2015**. Further details and application form can be downloaded from the Institute website <http://www.iitrpr.ac.in>

REGISTRAR



भारतीय प्रौद्योगिकी संस्थान रोपर

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

नंगल मार्ग, रूपनगर, पंजाब-140001/ Nangal Road, Rupnagar, Punjab-140001

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ADVT. NO. 52/2014-15

Applications are invited from the eligible candidates for the following non-faculty posts on Direct Recruitment / Deputation / Contract basis in the Pay Band and Grade Pay indicated against each:-

S No.	Name of post	Pay Band & Grade Pay	No. of Posts/ Category	Group	Requisite qualifications / experience(s)
1.	Registrar**	PB-4 (Rs. 37400-67000) GP-Rs. 10000/-	01/UR	'A'	<p>Qualification: i) A post graduate degree in any discipline from a recognized University with at least 55% marks or its equivalent grade. AND</p> <p>ii) At least 15 years of administrative experience, of which 8 years (5 years in PB-3 with Grade Pay of Rs. 7600/- and 3 years in PB-4 with Grade Pay of Rs. 8700/-) should be as Deputy Registrar or an equivalent administrative post. OR</p> <p>iii) At least 15 years of experience as Assistant Professor/Reader of which 8 years should be as Assistant Professor (PB-3, Rs. 15600-39100 with Academic Grade Pay of Rs. 8000/-) with adequate experience in academic administration.</p> <p>Desirable: i) A Ph. D degree in any discipline or PG degree in Management / Degree in Law.</p> <p>ii) HRD experience and experience in Finance Management in higher technical institutions will be an added advantage.</p> <p>iii) Knowledge of computer.</p> <p>Officers of Central Services will be given preference.</p> <p>The candidate shall be responsible for administration of various wings of IIT. He / She should have a proven ability to coordinate and lead a team of officers from various wings, viz. Administration, Academic, Finance, Material Management, Security, Legal Matters etc. of a large Academic and R&D Institution. The Registrar is the custodian of records, the common seal and funds of the Institute and is the Ex-Officio Secretary (Non-member) to the Board of Governors, the Senate and other Statutory Committees like Finance Committee and Building & Works Committee. He/she will also be an important component for all the activities relating the development of new campus at Ropar. He/she is expected to be a person with a positive attitude with competency to solve the problems of the Institute. He/ she is also responsible to computerize and supervise the administration.</p> <p>Age Limit: Preferably below 55 years</p>
2.	Chief Engineer*	PB-4 (Rs. 37400-67000) GP-Rs. 10000/-	01/UR	'A'	<p>A first class Bachelor's Degree in Civil Engineering from a recognized University.</p> <p>Preferable qualification: Master's degree from recognized institute in relevant field like construction Management, Structural Engineering.</p> <p>Possessing professional experience in supervisory capacity in building construction, planning, designing, contract management and functional services such as water supply, sewerage, road etc. and knowledge of preparation of estimates and tender documents, construction and maintenance of Civil Engineering works.</p>

					<p>Officers working as Superintending Engineer in Pay Band-4 Rs. 37400-67000 + Grade Pay of Rs. 8700/- in CPWD/PSU/Govt. Autonomous organizations with five years' regular service in this grade.</p> <p>OR</p> <p>Officers working as Superintending Engineer in Pay Band-4 Rs. 37400-67000 + Grade Pay of Rs. 8700/- in CPWD / PSU / Govt. Autonomous organizations with seventeen years' regular service in group A post in the service, out of which at least three years of regular service should be in the PB-4 Grade Pay of Rs. 8700/- in CPWD / PSU / Govt. Autonomous organizations.</p>
3.	Deputy Registrar	PB-3 (Rs. 15600-39100) GP-Rs. 7600/-	02/UR	'A'	<p>Qualification(s): A post graduate degree in any discipline from a recognized university with at least 55% marks or its equivalent grade. At least 5 years of experience as Assistant Registrar or equivalent in Administration / Finance / Accounts / Establishment / Academic in Scientific organization / University / Technological Institutions.</p> <p>Experience/exposure to computer based administrative functioning will be given preference. The post may also be filled up by transfer on deputation basis (Maximum 3 years) from suitable officers of various central/state govt. departments/institutions in event of non-availability of candidates for direct recruitment.</p> <p>Desirable: Experience of working in analogous posts and working in IIT system.</p>
4.	Assistant Registrar	PB-3 (Rs. 15600-39100) GP-Rs. 5400/-	01/UR	'A'	<p>Qualification(s): A post graduate degree in any discipline from a recognized university with at least 55% marks or its equivalent grade. At least 5 years relevant administrative experience in supervisory capacity in a Govt. office / University / Technological Institution or an organization of repute which may include activities related to Stores & Purchase / Establishment / Academic in the pay scale of Rs. 6500-10500 (pre-revised)/PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4600/- or equivalent. For candidates with an MBA after post graduation, the minimum experience requirement can be reduced to 3 years.</p> <p>Desirable:</p> <ol style="list-style-type: none"> An MBA or equivalent Knowledge/experience of computer system for information processing and retrieval will be advantageous and given weightage for selection.
5.	Assistant Executive Engineer (Electrical)	PB-3 (Rs. 15600-39100) GP-Rs. 5400/-	01/UR	'A'	<p>Qualification(s): Degree in Electrical Engineering from recognized University with at least 60% marks in all boards / University examinations with 3 years experience OR Diploma in relevant trade with at least 60% marks in all boards/University examinations with 8 to 10 years experience of which at least 5 years experience should relate to PWD / MES / Railways/Electricity Board.</p> <p>The incumbents will be considered for confirmation only after qualifying the departmental examination in accounts etc. prescribed by CPWD for the corresponding cadre.</p>
6.	Junior Engineer (Civil)	PB-2 (Rs.9300-34800) GP-Rs.4200/-	01/UR	'B'	<p>Qualification(s): Degree in Civil Engineering with at least 60% marks in all boards / University examinations with at least one year's field experience OR Diploma in Civil Engineering with at least 60% marks in all boards/University examinations with 3 years field experience.</p> <p>Desirable: Preference will be given to the candidates who</p>

					<p>have executed construction of multistory buildings and who are conversant with preparation of estimate and execution of work as per PWD / CPWD norms and have proficiency in computer applications such as MS Office etc.</p> <p>Age Limit: 32 years</p>
7.	Junior Superintendent PS/PA	PB-2 (Rs.9300-34800) GP-Rs.4200/-	02/UR	'B'	<p><u>To work as PS to Director or PA to Registrar</u></p> <p><u>Qualification(s):</u> i) Bachelor's Degree in any discipline from recognized university with at least 60% marks in all Boards/University examinations with 04 years experience as Senior Assistant or equivalent in the Grade Pay of Rs.2800/- in Central Govt./State Govt./Autonomous Bodies/Public Sector Undertakings.</p> <p>OR Master's Degree in any discipline from recognized university with at least 60% marks in all Boards/ university examinations with 01 year experience as Personal Secretary / Assistant of Senior level officer(s) in the Grade Pay of Rs.2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p>ii) Knowledge of computer applications (MS office) and secretarial practices with a minimum speed of 100 wpm in shorthand and 40 wpm in typing.</p> <p>Age Limit: 32 years</p>
8.	Junior Superintendent	PB-2 (Rs.9300-34800) GP-Rs.4200/-	01/OBC	'B'	<p><u>Qualification(s)</u> i) Bachelor's Degree in any discipline from recognized university with at least 60% marks in all Boards / University examinations with 04 years experience as Senior Assistant or equivalent in the Grade Pay of Rs.2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p>OR</p> <p>Master's Degree in any discipline from recognized university with at least 60% marks in all Boards / university examinations with 01 year experience as Personal Secretary / Assistant of Senior level officer(s) in the Grade Pay of Rs.2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p>ii) Proficiency in the use of a variety of computer office applications M.S. Word, Excel, Power-point or equivalent is a must.</p> <p>Age Limit: 32 years</p>

**** The post is on contract basis and is for a maximum period of 5 years with option of regularization or on deputation basis as per Government of India Rules.**

***On deputation for 3 years only. *** On deputation/direct recruitment basis.**

GENERAL INSTRUCTIONS:

1. The candidate must be a citizen of India.
2. Good knowledge of computer applications (on word processor, spreadsheet, presentations, software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
3. Position(s) at Sr. No. 01 the post is on contract basis and is for a maximum period of 5 years with option of regularization or on deputation basis as per Government of India Rules and Sr. No. 02, the appointment is on deputation basis for a period of three years. These positions are on the following terms and conditions:
 - i) Application in the prescribed format alongwith the complete and upto date CR dossiers/Assessment reports on the officers for the last 5 years. Photocopies of the same duly attested by an officer not below the rank of Under Secretary or equivalent may be forwarded.

- ii) It may be verified and certified by the Cadre Controlling Authority/HR Department that the particulars furnished by the officer are correct.
 - iii) No disciplinary/Vigilance case is pending or contemplated against the officer.
 - iv) It must also be certified that honesty and integrity of the officer is of a very high order.
 - v) No major/minor penalty has been awarded to him during the last ten years.
4. Maximum age as on date of publication is indicated against each post. Age is further relaxable by 5 years for SC/ST candidates and 03 years for OBC candidates, only if the post is reserved for these categories. There is no age limit for the post at Sr. No. 2-5.
 5. For employees of IITs who are educationally qualified can be considered for direct recruitment across the whole IIT System upto a maximum of 50 years of age.
 6. Applicants serving in Government/Semi-Government Organizations/Public Sector Undertakings/Autonomous Bodies must send their applications "Through Proper Channel". The applications received without the recommendations of the employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
 7. The Selected Candidate(s) will be covered under the New Contributory Pension Scheme as notified by the Government of India, Ministry of Finance vide notification No. 5/7/2003ECB&PR dated 22nd December, 2003.
 8. Candidates should send the Demand Draft of Rs.100/- for the posts from Sr.No.1 to 5 and Rs.50/- for the post from Sr. No. 6 to 8 as application fee in favour of the **Registrar, IIT Ropar, payable at Ropar, Punjab**. No fee is required for SC/ST and women candidates.
 9. Separate application along with application fee and requisite documents should be submitted on prescribed application form for each post applied for.
 10. The number of vacancies indicated in the notification is tentative. IIT Ropar reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Ropar also reserves the right NOT to fill any of the post advertised.
 11. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
 12. No correspondence whatsoever will be entertained from candidates regarding conduct/result of interview and reasons for not being called for interview.
 13. The Institute may conduct Written and/or Practical Test for any/all the above posts and only those candidates who qualify the said test(s) may be called for interview.
 14. The prescribed Essential Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for test/interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for IIT Ropar to conduct test and/or interview of all the candidates, IIT Ropar may restrict the number of candidates to be called for written test/skill test/ interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences. The institute may relax the eligibility criteria for candidates working in IIT System.
 15. Institute is free to restrict/change the criteria to call the eligible candidates for the written Test/Interview.
 16. The qualification prescribed should have been obtained from recognized Universities/Institutions.
 17. Outstation candidates called for test/interview will be paid Railway fare (2nd AC) and 2nd Sleeper Class for the posts mentioned at Sr. No. 1-5 and Sr. No. 6-8 respectively through Demand Draft (to be sent later) from the place of duty/residence to Rupnagar/Place of Test/Interview and back by the shortest route.
 18. **Applications received through E-mail / incomplete /not on prescribed format / without application fee / without self attested copies of relevant documents (Both Qualification & Experience) will not be entertained/accepted.**

19. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. “INTERIM ENQUIRIES WILL NOT BE ENTERTAINED”. If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.
20. Prescribed application form may be obtained from IIT Ropar website (<http://www.iitrpr.ac.in>)
21. The application duly filled in the prescribed form along with supporting enclosures must reach the office of the Deputy Registrar on or before 23.02.2015 (5.00PM) at the address given below. IIT Ropar shall not be responsible for postal delays, if any. The envelope should be superscribed as “**Application for the post of**” Applications received after the due date shall not be considered.

The Deputy Registrar (Establishment)
Recruitment Cell
Room No. 125
Indian Institute of Technology Ropar
Nangal Road, Rupnagar – 140001 (Punjab)

REGISTRAR